1A1: Setting Up Fiscal Category Code Favorites
1. Log in as Shopper or a Requester.
   Select – View My Profile.

2. Select Default User Settings – Custom Field and Accounting Code Defaults.

4 Add the **Nickname** (here we added "Office Supplies").

Select **Capital** or **Non-Capital** then select the class and category which you would like to have populate.

**Caution!** Clicking "Default" will default all items you select in U Market to use the **Class** and **Category** selected.

5 Now that they are set up, simply choose from your code favorites!